



ORCAS FOOD  
**CO-OP**

# Prepared Foods Manager

**Reports To:** Center Store Senior Manager and Olga Store Senior Manager

**Supervises:** Prepared Foods Cook

**FLSA Status:** Nonexempt (Full Time, 32–40 hours/week)

**Starting Wage:** \$26.75 - \$32.50 hourly

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## Position Summary

The Orcas Food Co-op's Prepared Foods Manager ensures an organized and smoothly run prepared foods operation to supply Co-op locations, including the Eastsound Store and Olga Store. This includes supervising and training staff in the production of grab-and-go meals, hot or cold items, and other Co-op-made products. The role encompasses menu planning, recipe development, ordering, cost control, scheduling, and maintaining compliance with health department regulations.

The Prepared Foods Manager is responsible for meeting department goals in sales, margin, and labor. This position works closely with senior management and other department leads to uphold the Co-op's mission, maintain a high level of product quality, and offer excellent customer service.

By stepping into this leadership position, you become a Co-op Culture Keeper: an ambassador of our cooperative spirit who models integrity, upholds Co-op policies, and fosters a positive work environment. You are expected to represent management decisions as "One Voice," communicate effectively across departments, and address challenges promptly and professionally.

*Note: Because this is an evolving role, tasks and responsibilities may change over time. We welcome recommendations for improving systems and efficiency.*

## Key Responsibilities

### 1. Food Service Operations

- **Prepared Foods Cook:** Perform the duties of the Prepared Foods Cook.
- **Recipe development & menu planning:** Create new recipes for both store locations based on seasonal availability, member needs, and culinary trends.
- **Pre-made soup and other items:** Order supplemental items for the grab-and-go case. Make sure items fit with our ingredient standards and meet a variety of dietary needs.
- **Food safety & compliance:** Train staff on proper handling, labeling, temperature checks, and sanitation to comply with San Juan County health regulations.
- **Equipment & facilities:** Keep prep areas, coolers, and display units clean and orderly; schedule maintenance or repairs as necessary.
- **Production oversight:** Monitor quality, consistency, and presentation of all prepared foods.



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## 2. Customer & Member Service

- **Model excellent service:** Demonstrate and train staff to engage customers with warmth, product knowledge, and helpfulness.
- **Promote Co-op membership:** Know and clearly communicate membership benefits, programs, and policies.
- **Answer inquiries and feedback:** Address customer questions and comments promptly and professionally.

## 3. Management Practices

- **Lead by example:** Abide by Orcas Food Co-op's Management Philosophy & Code of Conduct; maintain a cooperative, solution-focused attitude.
- **Communicate effectively:** Represent Co-op management decisions as "One Voice," provide clear departmental updates, and seek clarification or assistance when needed.
- **Collaborate across locations:** Coordinate tasks and resources between the Center Store and Olga Store, ensuring consistent product offerings and standards.

## 4. Personnel Practices

- **Supervise & train staff:** Oversee one or more team members who help prepare foods; develop training materials, daily work routines, and standard operating procedures (SOPs).
- **Schedule & staffing:** Create and maintain staff schedules to meet production needs and labor budget goals.
- **Performance management:** Conduct regular check-ins, actively address performance or personnel issues, and maintain proper documentation.
- **Foster teamwork:** Cultivate a workplace that encourages accountability, mutual respect, and a positive spirit—eradicating gossip or negativity.

## 5. Purchasing & Inventory

- **Order supplies & ingredients:** Maintain positive relationships with vendors (including local suppliers), negotiate best pricing, and ensure timely, accurate receiving of goods.
- **Manage inventory:** Oversee counting, rotation, loss tracking, and cost controls to meet sales and margin goals.
- **POS & pricing:** Ensure items, PLUs, and prices are correct in the POS system; conduct periodic price comparisons.



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## 6. Other Duties

- **Co-op Ambassador:** Share product knowledge and Co-op values with staff, members, and the public.
- **Idea-sharing:** Bring forward solutions or suggestions to improve operations, cut costs, or enhance team morale.
- **Additional tasks:** Handle any other responsibilities as assigned by senior management.

## Requirements & Qualifications

### 1. Experience & Knowledge

- Previous supervisory experience in a commercial kitchen, food service, or retail setting preferred.
- Familiarity with food preparation techniques, ordering processes, inventory management, and recipe development.

### 2. Cooperative Spirit

- Willingness to embody the Co-op's culture, maintain a positive attitude, and collaborate with various teams and managers.

### 3. Food Safety & Compliance

- Possess (or be able to obtain by the end of probation) a San Juan County Food Handlers Permit.
- Demonstrate and teach safe handling of all kitchen equipment (ovens, slicers, mixers, etc.).
- ServSafe certification is not required, but it is a bonus.

### 4. Communication & Organizational Skills

- Strong written and verbal communication; ability to lead staff meetings and develop clear SOPs.
- Proven ability to multi-task, set priorities, meet deadlines, and work effectively with minimal supervision.

### 5. Physical Requirements

- Ability to lift and carry up to 50 lbs. repeatedly.
- Comfort standing for extended periods, bending, twisting, reaching overhead, and performing repetitive motions.

### 6. Scheduling & Flexibility

- Availability for early mornings, evenings, weekends, or holidays, as required by the business.

### 7. Language Skills

- Spanish language skills highly desirable.



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**Benefits Include:**

- 25% Staff discount
- 50% deli meal discount when working
- Paid vacation
- Paid personal leave
- Paid lunch breaks
- \$135 Monthly Credit at Healing Arts Center (20+hrs)
- \$30 Reimbursement for Gym Membership
- \$300 Healthcare Reimbursement Arrangement (30+hrs, effective after 90 days)
- Employee Charge Account
- Access to staff “free bin”